

TOWN OF VIENNA**Request For Waiver**

Dept HR	Date 08/09/2022	Dept Head Signature DocuSigned by: <i>Michelle Crabtree</i> 08/09/22 1:53 PM EDT 984A5642452AFD...	Proposed Vendor INOVA Health Care Services	Amount \$ 10,000
A Request For Waiver is required by the Town's Procurement Policies and Procedures. Check the box below that best applies.				
Sole Source/Proprietary	<input checked="" type="checkbox"/>	Emergency Procurement	<input type="checkbox"/>	Waive Purchase Procedures

CHECK JUSTIFICATION(S) BELOW THAT APPLY TO THE PROPOSED PURCHASE AND SUPPLY DOCUMENTATION/EXPLANATION AS REQUIRED

1. Commodity/Service is from the original manufacturer or provider. There are no other distributors. (Findings must be documented below or attached)
2. The product is an integral part of existing equipment. Other brands not interchangeable. (State manufacturer and model number of existing equipment below.)
3. Only known product that meets the specialized needs of the department to bring about continuity of results. (Explain in detail below or attached)
4. Staff has had extensive training and/or experience with the product. Purchase of other than proposed product would incur substantial cost in re-training. (Explain in detail below or attached)
5. Purchase of this item/service is of an urgent nature because it is essential to public health & safety. (Describe in detail below)
6. Unable to obtain 3 or more quotes for item/service (Explain in detail below or attached)
7. Competitive negotiation (or quotes) is either not practicable or not fiscally advantageous, as described below.
8. Confirming Purchase Order (Explain reason for expenditure without issuance of PO below)

Explanation:

BLANKET PURCHASE ORDER FOR FY 22-23

A waiver with Inova Urgent Care of Vienna is requested to provide immediate access to medical treatment for Town employees injured on the job, substance testing when then is reasonable suspicion for such action and required monthly DOT substance screenings for CDL holders. It also provides convenient access for annual audiograms for employee so less time is spent away from the job site as well easy access to physical examinations and substance testing for new employees

Reviewed by: *Gerald W. Amacker* Date: 08/09/22 | 1:55 PM EDT Purchasing Agent

Reviewed by: *Steven D. Briglia* Date: 08/10/22 | 2:32 PM EDT Town Attorney

Reviewed and Approved by: *Michelle Pagano-Dierkes* Date: 08/10/22 | 1:22 PM EDT Finance Director

Reviewed and Approved by: *Mercy Payton* Date: 08/11/22 | 8:59 AM EDT Town Manager